



## JOB DESCRIPTION

**Title:** Wastewater Plant Operator

**Department:** WPC

**Reports to:** Wastewater Chief Plant Operator

**Pay Grade:** 59

**Date Adopted:** February 21, 2017

**Previous Revision Date:**

**Last Revision Date:**

**Type:** ☒ Full Time

☐ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☒ Yes

☐ No

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### Job Summary:

Responsible for the general operation and maintenance of the wastewater treatment facility, lift stations, and collection system. Work includes the sampling and testing of wastewater; responding to emergencies after hours; operating light to heavy equipment; and jetting and videoing sanitary sewer lines.

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### Essential Functions:

1. Operate and maintain the City's wastewater treatment plant and collection and distribution systems.
2. Perform routine maintenance and minor repairs on plant equipment, system equipment, facilities, distribution system, and collection system.
3. Back-flush filters; test water samples; repair system leaks; operate and maintain lift stations; clean and repair manholes; haul sludge; carry out the composting operation including wastewater sludge and yard waste.
4. Operate jet truck, dump truck, vac truck, jetting equipment, and utility truck in connection with the cleaning and inspection of sanitary sewers and video inspection equipment.
5. Maintain plant records and prepare monthly and quarterly reports as required.
6. Consult with and advises superiors on needs of the plant.
7. Perform general plant maintenance, such as janitorial duties, painting, and grounds maintenance, as required.

8. Perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations governing the wastewater treatment process, stormwater, and sludge management.
9. Perform the installation, maintenance, and repair of the physical plant and pump stations and all of their components.
10. On call to respond to emergencies and breakdowns in the system.
11. Operate and adjust controls on treatment plant equipment and machinery, such as valves, pumps, and motors. Grease and clean plant equipment; read and interpret meters and gauges; regulate plant effluent. Monitor, repair, and maintain wastewater system lift stations; remove debris; disassemble and clean pumps; perform minor repairs when necessary. Locate problems and operate sewer cleaning equipment to clear blockages.
12. Enter manholes and other confined spaces involving potential biological, chemical, electrical, and/or physical hazards.
13. Perform locates.
14. May perform tasks requiring the use of a respirator and/or self-contained breathing apparatus.
15. Collect samples and run basic laboratory analyses such as pH, temperature, and chlorine residual. Ability to apply the results of testing to the process. Maintain accurate and orderly records. Ability to troubleshoot process problems.
16. Detect and respond to odors and colors indicative of hazardous gases and laboratory test points.
17. Keep confidential information confidential.
18. Conduct the necessary weekend checks of the treatment plant on a rotating basis.
17. The employee must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

20. The employee must be able to work extended hours in an emergency.
  21. Assist in snow removal operations as required.
  22. Employee must be able to be "on-call".
  23. Performs other work which is consistent with the essential functions of the job.
  24. Performs other duties as assigned.
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**Education and Special License(s)/Certifications:**

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with proper endorsements within sixty (60) days from date of hire.

College-level or technical school course work in environmental science, environmental engineering or related fields preferred, and experience in the operation of a wastewater treatment plant preferred; or any equivalent combination of training and experience which provides the knowledge, abilities and skills.

Possession of a Nebraska Class II Wastewater Treatment Plant Operator Certification within twelve (12) months from date of hire.

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**Experience:**

Two (2) years experience working in wastewater treatment facility or collect system preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Manual dexterity.
  4. General construction skills.
  5. Good driving skills.
  6. Ability to perform basic and routine mechanical work.
  7. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
  8. Ability to communicate effectively, orally, and in writing.
  9. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
  10. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.
  11. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as command and hold the respect and discipline of subordinates.
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**Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Ability to take on a leadership role.
  12. Diplomacy and judgement.
  13. Logical reasoning.
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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
  2. Ability to withstand extreme weather conditions.
  3. Exposure to vibrations.
  4. Ability to transverse rough terrain on foot.
  5. Ability to work with exposure to noise.
  6. Ability to distinguish among colors.
  7. Ability to work at extended heights.
  8. Ability to drive city vehicle.
  9. Ability to lift up to sixty (60) pounds.
  10. Ability to bend, climb, and stoop.
  11. Adequate respiratory function to utilize a Self-Contained Breathing Apparatus (SCUBA).
  12. Ability to work in intense life-threatening conditions.
  13. Hand/eye coordination adequate to use assigned technical equipment.
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**Supervisory Responsibility (Direct and Indirect):**

None

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**February 21, 2017**